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OFFICE OF PERSONNEL - MONTHLY REPORT

September 1964

I HIGHLIGHTS

Congress Passes Early Retirement Bill Congress completed action on our early retirement bill 1 October when the House passed Senate approved HR 8427. It now awaits the President's signature.

Dual Compensation Law Approved Culminating more than 10 years of study and discussion in the executive and legislative branches, Congress passed and on 19 August the President approved a Dual Compensation Act effective 1 December 1964. Among its key features, the new law repeals the 1894 act which bars the civilian employment of many retired regular officers. It also replaces the \$10,000 dual compensation "ceiling" set in 1932 with a new limitation under which retired regular officers (except those retired for combat disability) are entitled to receive full civilian pay plus the first \$2,000 of retired pay and 1/2 of any remainder. Under the new act, retired reserve officers and all retired enlisted men continue to be exempt from dual compensation limitations. Regulations on the general subject of dual compensation are being developed for distribution in the near future.

Agency Personnel Strength Dips Below Ceiling Although civilian personnel strength remained virtually constant during September, two changes occurred which brought the Agency's total on-duty strength 33 below currently allocated ceiling: (1) the ceiling total was raised 96 (including 70 for FE and 25 for Commo), and (2) military strength dropped 42. Most components have now brought their on-duty strength in fairly close balance with approved ceilings. The principal exceptions include DD/P's overage of 113, NPIC's shortage of 169, and 81 available spaces in the JOT Program.

II OTHER ACTIVITIES

1. RECRUITING

Professional Recruitment Brochure Late changes in the art work and text of the professional recruitment brochure, particularly the changes suggested by a New York Public Relations firm assisting in this undertaking, have pushed back its publication date. 23 October is now the expected delivery date, with the possibility that some copies may be available slightly earlier.

JOT Screening Center in [REDACTED] Results to date continue to support strongly the maintenance of our Western Screening Center for JOT's. From 1 February - 15 August recruiters in the 11 Western states referred 149 applicants to [REDACTED], 121 of whom he interviewed (the remaining 28 withdrew or were rejected on file reviews). By having the [REDACTED] Center rather than Washington process these candidates, up to \$30,000 was saved in travel costs;

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and for most married applicants we were also able to get a "reading" on the wife -- something that rarely occurs when interviews take place in Washington. An offsetting factor, of course, is the one-man nature of this initial screening process.

October '64 JOT Class 35 JOT's began training 5 October in the first of the special classes to be conducted each fall and spring to accommodate the increased number of trainees who do not go on to the Operations Course after their initial block of training at headquarters. 23 members of the new class are men, 12 women. 4 are "internals", 31 "externals" including 1 military. The youngest is 23, the oldest 36, and the average age 27. Married members total 16 -- all male. Every member holds a bachelor's degree (representing 33 different institutions!) and 16 hold graduate degrees from 15 different universities. On graduation, the trainees expect to be assigned as follows:

| | |
|--------------|-------------------|
| DD/S | - 11 |
| DD/I | - 11 |
| DD/S&T | - 2 |
| DD/P | - 6 (all females) |
| Undesignated | - <u>5</u> |
| | 35 |

2. MANPOWER PLANNING

DD/P Developing Long-Range Manpower Program Faced with a cut in ceiling of nearly 300 since last December and a corresponding loss of "headroom", DD/P is developing a comprehensive manpower plan to enable it to reduce personnel strength as required, without sacrificing unnecessarily other important objectives in its long-range staffing program. Central to the plan is the objective of keeping career progression channels open for at least a minimum number of promotions while at the same time reducing overall strength. This is to be done by carefully controlling promotions and input (including a possible reduction of JOT input during FY '66 and '67) as preselected cuts, including perhaps 100 military personnel, are made.

As an essential part of its manpower program, DD/P is establishing a committee of senior officials to conduct systematic reviews of individual personnel cases identified by components as requiring some special attention. Actions recommended in such cases may involve counselling, reassignment, training, career reorientation, grade adjustment, or separation. In another move to strengthen its manpower planning, DD/P is introducing a system for centralized reporting of all pending personnel actions. This will provide a current record of all personnel "due-in" and "due-out" in each component, together with a continuing record of individuals available for reassignment and shortages in each component.

3. BENEFITS AND SERVICES

Combined Federal Campaign Going Well First returns from the Combined Federal Campaign are very encouraging. By 9 October \$74,385.60 (representing

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54% of the Agency's goal) had been pledged even though 68% of our employees were still to be heard from. The average gift among early pledgers was \$22.80.

Flu Shots More than 5,000 employees have indicated a desire for flu shots to be administered 12-16 October at 11 different points in the Headquarters area. 1-shot disposable needles costing 50¢ to each employee will be used in this voluntary program.

Credit Union Assets Top \$11 Million During September the assets of the Credit Union passed the \$11 million mark in their steady upward climb.

Headquarters Barbershop Preparations for the headquarters barbershop are moving along nicely. The proposed contract between GSI and the concessionaire has been reviewed with the Office of Logistics. And the new manager has expressed the hope for an opening date by 1 December.

Physical Fitness Room Gaining Popularity Use of the physical fitness room which opened 1 September in the Headquarters basement showed a steady week-by-week gain throughout the month. Use, by hour of the day, was as follows:

| <u>Hours</u> | <u>No. of Uses</u> | <u>%</u> |
|--------------|--------------------|---------------|
| 0001-0930 | 49 | 9.0 |
| 0931-1330 | 143 | 26.3 |
| 1331-1630 | 102 | 18.7 |
| 1631-2130 | 229 | 42.1 |
| 2131-2400 | 21 | 3.9 |
| | <u>544</u> | <u>100.0%</u> |

Blood Donors To Be Honored 20 Agency employees who have contributed 3 or more gallons of blood were honored in a special ceremony at noon 13 October in the USIB conference room. Certificates were presented. At the same time a special award was given to [REDACTED] who has donated 10 gallons! According to the Fairfax Chapter of the Red Cross, [REDACTED] is the first person in their jurisdiction to attain this distinction. 25X1A9a

4. AWARDS

\$10,000 Suggestion Award Made On 14 September checks were presented to 2 members of the 4-man ELINT team who shared the largest suggestion award ever made through the Agency's Incentive Awards Program -- \$10,000. The remaining 2 members of the team, now serving overseas, received their awards in suitable field ceremonies.

III SPECIAL REPORT

The Special Report is omitted this month.

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August 1964

I HIGHLIGHTS

Prospects Brighter for Early Retirement Bill August was a month of intense activity on behalf of our early retirement bill (HR 8427) which passed the House 30 October and has since been pending in the Senate Armed Services Committee. After an initial meeting in early August between the DCI and the Committee Chairman, numerous meetings with Committee staff members were held to present justifications and hammer out revisions to the bill. As a consequence of these sessions, prospects for passage of the bill have brightened measurably. We now expect that the Committee will report the bill favorably sometime during the week of 7 September and that early action by the Senate will follow. After Senate passage, however, the bill must still go back to the House for clearance because of expected Senate changes in the House-passed version.

Federal Pay Raise Enacted On 14 August President Johnson signed the Government Employees Salary Reform Act of 1964 (effective the first day of the first pay period after July 1) boosting the pay of all classified workers, particularly those in the upper brackets. Although the Act failed to provide retroactive coverage for employees whose salaries are fixed administratively, a ruling by the Comptroller General enabled CIA to adopt the new scales as of the effective date of the Act - in our case 5 July - for most employees. Conversions to the new salary scales require special handling for employees promoted during the period 5 July - 14 August.

Budget Bureau Sets up New Controls on Senior Grades On 25 August the Bureau of the Budget issued circular A-11 instructing each agency to report the number of its positions GS-14 and above which were occupied at any time during fiscal years '63 & '64. Future increases in such positions above the FY'64 level must be "explained" when annual budgets are presented each fall. CIA's report to the Bureau is being compiled by BPAM and the Salary and Wage Division.

II OTHER ACTIVITIES

1. RECRUITING

1964-65 Academic Recruiting Schedule College campus dates are now complete for the 1964-65 academic recruiting schedule which extends from 5 October to 26 February. In addition to the "100 Universities Program" in October, the schedule features 75 campus dates set up exclusively for ORR candidates - economists, geographers, cartographers, etc.

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25X1A6d Recruitment [REDACTED] Because of its potential value
 25X1A6d as a recruitment source, the [REDACTED] has been added to the
 25X1A6d list of schools where CIA maintains a testing center. In addition, arrange-
 25X1A6d ments have been made for [REDACTED] once an Agency recruiter and now 25X1A9a
 the [REDACTED] to conduct formal recruitment
 activities at the University.

JOT Class Set for October The first running of an October class, a new feature of the expanded JOT Program, is set to begin 5 October. With a target enrollment of 35, the class already has 28 commitments including 3 "internals". By Directorate, enrollments to date include: DDI-10, DDS-10, DDP-7 (all females), DDS&T-1.

Some imbalances in student "quotas" during the early phases of the expanded JOT Program were expected; but unless present trends are reversed, it seems likely that the Program will fall short of its FY'65 quota for DDS (and also the ORR portion of the DDI quota) even though the overall goal of 225 trainees for the year appears attainable.

2. SALARY ADMINISTRATION

Status Report on SPS Positions On 30 August 1963 the DDCI approved 37 Scientific Pay Schedule (SPS) positions to be distributed among Directorates as follows:

| | |
|-------|------|
| DDS&T | - 31 |
| DDP | - 5 |
| DDS | - 1 |

SPS positions are not established, of course, until approved incumbents are available for assignment to them. To date only 8 have been set up - all in DDS&T. Two were occupied by GS employees who converted to the Scientific Schedule and 6 by new hires. DDS&T is processing 6 more candidates, at least 2 of whom are expected to EOD in October.

3. BENEFITS AND SERVICES

Physical Fitness Room Opens 1 September 1 September saw the opening of the new physical fitness room in the Headquarters basement. While only limited numbers of employees have begun to "work out" in the facility, hundreds have visited it and been briefed by the attendants on its use. So far all reactions have been favorable.

Consolidated Fund Drive to Begin 14 September All planning and preliminary work have been completed for the Consolidated Fund Drive to be conducted in the Agency from 14 September thru 30 October. The Drive embraces: (1) the 1965 Combined Federal Campaign in support of the UGF, National Health Agencies, and International Agencies; (2) the PSAS Fund Drive; and (3) the Educational Aid Fund Drive.

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Credit Union Having Banner Year The bi-annual verification of Credit Union accounts has been completed. And preliminary estimates have been made for this year's activities. It looks like a record year in ever respect! All-time highs in deposits, total assets, and loan balances will almost certainly be matched by an all-time high in net earnings. To depositors, this bright note very probably means another 5% annual dividend.

Hospital Insurance Rates Going Up On 21 August the Civil Service Commission announced that 20 of the 38 plans in the Federal Employees Health Benefits Program will hike their premium rates for the contract period beginning 1 November. The Commission has also scheduled an unlimited "open season" from 1-15 February during which eligible employees may enroll in a plan, or enrolled employees and annuitants may change plans. This will be the first unlimited "open season" for annuitants since October 1961.

In general, premium increases are in the high option plans. Our own GEHA Association Benefit Plan is affected, as reported last April. The GEHA increase will reflect: (1) an adjustment required by the underwriter because of its claims experience, (2) a 1% administrative allowance that will defray some of the Agency's costs of administering the plan, and (3) certain improvements in benefits. The following table compares GEHA rates with those of Blue Cross and AETNA, two Government-wide plans:

| <u>PLAN</u> | <u>HIGH OPTION</u> | <u>BI-WEEKLY RATES</u> | |
|-------------------|--------------------|------------------------|-----------------|
| | <u>Present</u> | <u>Eff. 1 Nov.</u> | <u>Increase</u> |
| <u>Blue Cross</u> | | | |
| Self & family | \$ 5.82 | \$7.88 | \$ 2.06 |
| Self Only | 2.11 | 2.92 | .81 |
| <u>AETNA</u> | | | |
| Self & family | 5.64 | 7.73 | 2.09 |
| Self Only | 1.82 | 2.84 | 1.02 |
| <u>GEHA</u> | | | |
| Self & family | 4.02 | 5.37 | 1.35 |
| Self Only | 1.30 | 1.75 | .45 |

UBLIC Declares "Dividend" Notwithstanding the lower premiums and increased benefits that UBLIC policyholders enjoyed this past year, the underwriter is still able, so he has just informed us, to return \$100,000 in premiums. The refund will be placed in reserve, however, until additional experience can be gained with the increased insurance limits which have been in effect the past 5 months. Our reserve, according to the underwriter, should approximate a year's total premium payments in order to provide a cushion against sudden rate hikes caused by adverse claims experiences.

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